

**CONFIDENTIAL**

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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Intelligence School

DATE: 28 April 1958

FROM : Chief, Clerical Training

SUBJECT: Report No. 17, Week of 22 - 28 April 1958

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1. Non-Clerical Typing Class - FDD. The five-week typing course which was given for professional personnel in [ ] was completed 25 April. One student was sent on TDY after his first week in class. The attendance of the other 17 was exceptionally good and their typing progress was excellent. [ ] of Clerical Induction was the instructor.

2. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees on 28 April were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	5	1
Typewriting	5	1

3. Numbers in Clerical Induction Training. During the week of 22 April there were 18 people in Clerical Induction Training. Of those, 9 entered for the first time.

4. Numbers in Clerical Orientation Training. The Clerical Orientation program was not held the week of 22 April. The Office of Personnel indicated that there were not enough trainees ready for assignment to warrant holding the Orientation classes.

5. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 22 April were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	2	0
Typewriting	2	1

*This is an understatement - brought some of these people to 35 w.p.m. from a standing start - and the slowest students got up to 20 w.p.m. This was a fine, motivated group of students, and mjm did a superb teaching job.*

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